

Your Name: _____
Your Address: _____
Your City, Zip Code: _____
Your Telephone No. _____
Represents ☐ Self OR ☐ Attorney for: _____
State Bar Number (if applicable): _____
Licensed Fiduciary No. (if applicable): _____

FOR CLERK'S USE ONLY

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of the Conservatorship of

Case Number: PB _____

ORDER TO CONSERVATOR OF MINOR AND ACKNOWLEDGMENT and INFORMATION TO INTERESTED PERSONS

Name of Protected Minor(s)

Warning: This appointment is not effective until the *Letters of Appointment* have been issued by the Clerk of the Superior Court.

The welfare and best interest of the person named above ("the minor") are matters of great concern to this Court. By accepting appointment as conservator you have subjected yourself to the power and supervision of the Court. Therefore, to assist you in the performance of your duties, this order is entered. You must be guided by it and comply with its provisions, as it relates to your duties as a conservator of your protected person.

As conservator:

1. The conservatorship property is not your property. It does not belong to you. It is the minor's property and you must hold it for the benefit of the minor until the minor turns eighteen (18).
2. If you are a parent of the minor, you may not use conservatorship assets to fulfill your obligation to support your child. Thus, you may not use the conservatorship funds to pay for things that a parent normally would pay for to support the parent's child (e.g., food, clothing, shelter, education expenses, etc.) unless the court enters an order expressly authorizing you to do so.
3. Unless the court orders otherwise, you must place the minor's property in a restricted interest-bearing account at a federally insured institution authorized to do business in the State of Arizona or in a restricted, interest-bearing account with the _____ County Clerk of Superior Court titled "**THE ESTATE OF** (the minors name) **MINOR**" with no withdrawals of principal or interest permitted therefrom without order of this court.
4. You may not withdraw funds from the restricted account without a court order. If the financial institution allows you to withdraw the funds without a court order YOU will be personally liable for whatever amount withdrawn from the account. In addition, you may be removed as conservator, found in contempt of court and/or sanctioned for your failure to follow the court's order.

5. Once the minor attains the age of eighteen (18), you **MUST** file a petition with the court to terminate the conservatorship. Once a petition is filed, the court will hold a hearing in order to terminate the conservatorship and disburse the conservatorship property to the former minor.
6. The conservatorship terminates **only upon the entry of a court order** terminating the conservatorship. The court will enter such an order only after you, the minor, or another interested person files a petition requesting the conservatorship be terminated. The petition should be filed after the minor becomes 18 years of age, after the conservatorship estate has been exhausted, or after the death of the minor, whichever occurs first.
7. **In the case of the minor's death:**
 - a. You must notify the court within ten (**10**) days of learning of the death of the protected minor, and
 - b. Unless you comply with A.R.S. §14-5419(F) or are ordered otherwise by the court, you will need to file a final accounting with the court before you can be discharged of liability in connection with the conservatorship and before your bond is exonerated.
8. If you move and/or change your address, you must notify the Court within 10 days of the change. You will responsible for any costs incurred as a result of your failure to notify the Court of any change of address.
9. If you have any questions as to your duties as a conservator, contact an attorney who handles conservatorships **before** taking any action.
10. If you are not a licensed fiduciary and are not related by blood or marriage to the minor, you are not entitled to compensation for your services as the ward's conservator.
See A.R.S. §14-5651(J) (1).
11. Within thirty (30) days after your letters of conservator are issued, you must mail a copy of this order the conservator and acknowledgment and information to interested person to the following:
 - (a) The minor, if the minor is at least 14 years of age;
 - (b) The minor's attorney (if the minor has an attorney) and parents;
 - (c) The minor's guardian, if one has been appointed for the minor; and
 - (d) Any person who has filed a demand for notice in connection with this matter

THIS IS ONLY AN OUTLINE OF **SOME** OF YOUR DUTIES AS CONSERVATOR. IT IS **YOUR** RESPONSIBILITY TO OBTAIN PROPER LEGAL ADVICE ABOUT YOUR DUTIES. FAILURE TO DO SO MAY RESULT IN PERSONAL FINANCIAL LIABILITY FOR ANY LOSSES.

WARNING: FAILURE TO OBEY THE ORDERS OF THIS COURT AND THE STATUTORY PROVISIONS RELATING TO GUARDIANS AND CONSERVATORS MAY RESULT IN YOUR REMOVAL FROM OFFICE AND OTHER PENALTIES. IN SOME CIRCUMSTANCES, YOU MAY BE HELD IN CONTEMPT OF COURT, AND YOUR CONTEMPT MAY BE PUNISHED BY CONFINEMENT IN JAIL, FINE, OR BOTH.

Dated: _____

Signature of Judicial Officer or ☐ Judge Pro Tem

Printed Name of Judicial Officer/Judge Pro Tem

Case No. _____

ACKNOWLEDGMENT: I, THE UNDERSIGNED, ACKNOWLEDGE RECEIVING A COPY OF THIS ORDER AND AGREE TO BE BOUND BY ITS PROVISIONS, WHETHER OR NOT I READ IT BEFORE SIGNING, AS LONG AS I AM CONSERVATOR.

Signature of Conservator

Date Signed

Signature of Co-Conservator (if applicable)

Date Signed